- Ti is extremely wasteful of Government resources if we have to search through a large number of boxes in order to find the needed records.
- requested for a lawsuit we may be penalized if the right records can't be located.
- In the event of an Open Records Request, records must be provided in a timely manner.

WHAT ELSE SHOULD I KNOW?

- Refer to the LFUCG Records Retention Schedule for records retention/disposition instructions.
- Don't use slang or other nonstandard language in record descriptions.
- Do not send boxes listed as "Joe Smith's records" or "miscellaneous records."

 These are not record series and retention rules cannot be applied.
- Remove extra copies, blank forms and other non-record material from files before packing boxes to send to the Records Center & Archives.

COUNCIL CLERK'S OFFICE



Records Center & Archives

1306 Versailles Road, Suite 180 Lexington, KY 40504 Phone (859) 425-2070 Fax (859) 425-2073

www.lexingtonky.gov/index.aspx?page=1605

See web page for links to:

- Records Retention Schedule
- Records Center & Archives
 Policies and Procedures Manual
- Records Transmittal and other forms

PERSONNEL:

Records Management Analyst Senior Roger Hamperian

Records Management Analyst Todd Copeland

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT COUNCIL CLERK'S OFFICE

RECORDS CENTER & ARCHIVES

HOW SHOULD I PACK RECORDS FOR STORAGE?



What Should I Do With My Old Records?

Sooner or later your old records will fill up all of the space in your office or cubicle and you will have to do something with them. The solution is to box up inactive records and send them to the Records Center for storage. Inactive records are those that are not consulted frequently but must be retained for legal, operational or scholarly reasons.

That may seem like the end of the line for those records. However, at some point, they may have to be retrieved for:

- Internal research
- Open records requests
- Audits

Records also have to be located when it is time to destroy them. We are not required to keep all of our old records forever. Therefore we periodically destroy records whose retention periods have expired. Otherwise, the Records Center would quickly run out of room.



HOW SHOULD I PACK MY BOXES?

When packing records storage boxes, the records should remain in the original filing arrangement, provided it is a logical and systematic order. Organization may be alphabetical, numerical, chronological, etc., depending on the nature of the records. Establishing an organized filing system when setting up your files will not only make you more efficient but will also simplify packing up your records when the time comes.

Records are only accepted in standard size record storage boxes measuring 12" x 10" x 15". These boxes are provided on request by the Records Center & Archives.

There are a few basic rules to keep in mind when packing boxes for storage. Following them will save money and a great deal of difficulty when records need to be retrieved.

- Include only one record series per box.
- Boxes should contain records having the same date span.
- Place letter-size files across the 12" span of the box and legal-size files across the 15" span.
- Place files vertically within boxes. Do not lay them flat.
- Remove records from hanging folders. Replace with standard file folders.
- Remove records from threering binders. Replace with pressboard covers or accordion folders.
- Provide an accurate description of box contents on the Records Transmittal Form. This information is entered into the Records Center database so that we have a complete record of all the boxes we have in storage.

WHAT DIFFERENCE DOES IT MAKE?

When records need to be retrieved, we search for boxes containing specific records from specific dates. There are several reasons why we need to be able to do so as quickly and accurately as possible.